

ADMINISTRATIVE - INTERNAL USE ONLY

16 July 1975

OFFICE OF PERSONNEL MEMORANDUM NO. 20-61-7

SUBJECT: Counseling

A. Policy

It is the policy of the Personnel Career Sub-Group to provide counseling, both self-initiated and Career Sub-Group initiated, to MP Careerists and to ensure that Careerists are made aware of the counseling services offered within the Sub-Group and Directorate.

As a general policy, each supervisor in the chain of command, including the Director and Deputy Director of Personnel, is available to discuss any matter of concern to employees. If supervisors do not have the specific answers to inquiries, it is their responsibility to direct employees to the appropriate officers or obtain the information requested.

B. Counseling Procedures

1. Job Related

Questions or concerns that an individual may have relating to his/her current work assignment should be discussed first with the immediate supervisor. In many cases the employee's apprehensions may be eliminated or reduced by such meetings. The first-line supervisor is usually most familiar with assignments and work situations and can readily answer questions, give advice, explain assignments, and clarify misunderstandings. In instances where the individual believes that job-related questions or problems have not been satisfactorily answered or resolved, other avenues of assistance are available. The employee, without fear of reprisal, can obtain advice, guidance and assistance on questions, problems, etc., by meeting with supervisors in higher echelons of the chain of command, the Career Management Officer (Personnel Officer) and the Deputy Director or Director of Personnel. There is no guarantee that job-related problems always will be resolved to the satisfaction of the employee; however, this counseling mechanism does provide a forum where all factors relating to the problem can be discussed and reviewed in detail.

ADMINISTRATIVE - INTERNAL USE ONLY

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2. Career Counseling - Employee Initiated

There are many facets to career counseling and also a variety of channels that an individual can follow in discussing career opportunities or problems. In the MP Career Sub-Group a Career Management Staff has been established in the Office of the Director of Personnel. This Staff is available to review with Careerists questions or problems relating to their careers within the Career Sub-Group, including ranking, promotion opportunities, assignments, internal and external training, advice and guidance on the variety of career paths available; knowledge, skills and background (experience and education) required or desirable; advice and guidance concerning specific courses and programs available within the Agency and at colleges, universities, and other educational institutions in the area which are considered of value to employees desiring to progress within the Career Sub-Group and the Career Service.

Each individual is expected to make known his/her interests and desires concerning future assignments, training, etc. In this way the Board, Panels, and CMO are aware of employees' interests and can consider them in making decisions concerning assignments and training. The Board and Panel members endeavor to select the best qualified and available individuals for assignments and training yet give due consideration to the needs of both the Career Sub-Group and the employees.

If an individual prefers, he/she may meet with any member of the Career Board or Panels to discuss career management matters. After meeting with the CMO and/or Panel or Board members, an individual who is not satisfied with the information or explanation furnished may request an appointment to meet with the Deputy Director or Director of Personnel. A Careerist may also go directly to the Deputy Director or Director of Personnel without going through the normal supervisory channels or the CMO. A memorandum for the record may be written of the counseling session unless the Careerist requests specifically that such a report not be prepared. In any case, action will not be taken to reassign an employee until discussions and negotiations have been held with the appropriate supervisors.

3. Career Counseling - Career Sub-Group Initiated

Counseling will be initiated by the CMO or by Board or Panel members with employees who receive low competitive rankings and need to improve

ADMINISTRATIVE - INTERNAL USE ONLY

performance, who are potentially surplus and need career-related counseling, or who have a remediable problem of attitude or qualification that affects career prospects. It may be initiated in selected cases related to career development actions.

Group career counseling is one method used to provide Career Sub-Group initiated counseling. This counseling is accomplished annually by arranging for Careerists to meet with the appropriate Board or Panel. Such meetings involve explanation of the organization, responsibilities and membership of the Board and Panels; methods and procedures used in competitive evaluations; review of available training; review of changes or revisions to the Career Management program; and open discussions between Board or Panel members and Careerists.

4. Equal Employment Opportunity Counseling

STAT established Agency EEO policy and procedures for resolving complaints of discrimination. However, prior to formalizing an EEO complaint, Careerists are encouraged to discuss the apparent EEO problem with supervisors and/or the Office EEO Representative. These individuals can review the situation with the Careerists and if the problem cannot be resolved through such meetings the officers can then refer the individual to the appropriate EEO office.

5. Retirement Counseling

The Retirement Affairs Division has established a formal counseling program for all Agency employees who are contemplating retirement or who have specific questions concerning either the CSC or CIA Retirement Systems. The Division also provides assistance to employees interested in locating employment after retiring from the Agency.


Careerists desiring information on the retirement programs and the assistance provided in locating post-retirement employment should contact the Retirement Affairs Division.

6. Directorate

In addition to the counseling available within the Career Sub-Group, the DDA Career Management Staff and other members of the DDA Staff are

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available for counseling on job and career-related matters. Procedures are explained in the DDA Personnel Handbook. Copies of the Handbook are available in the Office of the OP Career Management Officer.


F. W. M. Janney
Director of Personnel

OPM 4-75

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- 4 -

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